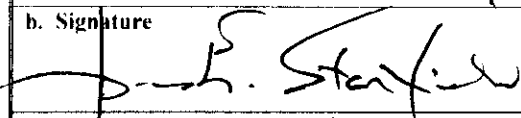
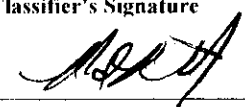


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 6PES06005	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Deputy Assistant Administrator for Enforcement and Compliance Assurance	ES	0340	DD	
4. Supervisor's Recommendation	Deputy Assistant Administrator for OECA	ES	0340		
5. ORGANIZATIONAL TITLE OF POSITION (if any) DAA/OECA			6. NAME OF EMPLOYEE Patrick Dale Traylor		
7. ORGANIZATION (Give complete organizational breakdown)			c. Washington, DC		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of Enforcement & Compliance Assurance			g.		
c. Immediate Office			h. Employing Office Location		
d.			i. Organization Code B0000000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Lawrence E. Starfield, Acting AA/OECA			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator		
b. Signature 		c. Date 5/8/17	e. Signature 		f. Date 5/8/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 68866	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 		j. Date 05/30/17
11. REMARKS Too Small					

**Office of Enforcement and Compliance Assurance
Deputy Assistant Administrator**

I. Introduction

The Deputy Assistant Administrator (DAA) for the Office of Enforcement and Compliance Assurance (OECA) serves as an adviser to the Assistant Administrator in all matters concerning enforcement and compliance; and provides the consultation and review of enforcement and compliance activities for air, water, waste, pesticides, toxics, and radiation. The DAA is the deputy to the Assistant Administrator, providing assistance on all facets of the Agency's enforcement and compliance activities and acting with the full authority of the Assistant Administrator whenever he/she is unavailable. The DAA provides assistance to the Assistant Administrator in the review of efforts of each Assistant and Regional Administrator to assure that EPA develops and conducts a strong and consistent enforcement and compliance assurance program.

OECA manages a national criminal enforcement, forensic and training program. OECA also manages the Agency's regulatory, site remediation and federal enforcement and compliance assurance programs, as well as the Agency's environmental justice program and federal activities program responsibilities under the National Environmental Policy Act. Incumbent interacts regularly, on the Assistant Administrator's behalf, with high-level officials within EPA, in other federal and State agency, the Congress and the private sector.

II. Major Duties and Responsibilities

1. Serves as a Special Advisor to the Assistant Administrator (AA), providing advice and analysis in the form of detailed analyses, option papers, briefings, or other such means as necessary to acquaint the AA with highly sensitive issues, problems, or policies.

2. Provides personal and confidential assistance to the AA in long-term planning, formulation, implementation, and coordination of OECA programs. Performs special studies and prepares reports and position papers on urgent and sensitive matters of particular concern or interest to the AA.

Keeps abreast of important developments affecting OECA policies and operations, and presents background information and personal viewpoints and advice to the AA. Reviews the AA's release and advance copies of other materials, to determine consistency with announced

policies and to detect and forewarn as to possible unfavorable political and/or public reactions or criticism.

3. Serves as a liaison for the AA in meetings with members of Congress, industry, public interest groups, State/local government, and private sector groups generally. Provides continuing liaison for the AA with private sector groups, congressional committees, and the Whitehouse and acts to ensure that all clearly understand particular viewpoints, needs, and concerns and that conflicting views or controversial issues are resolved or synthesized. And, as assigned, provides continuing liaison for the AA with Regional Administrators.

4. Develops briefing materials and assists in briefing managers who will testify before Congressional committees.

III. Supervisory Controls

Incumbent reports directly to the Assistant Administrator for Enforcement and Compliance Assurance and is expected to work with utmost independence. Performance is judged primarily on the basis of methodology employed and results achieved. By virtue of professional stature and experience, recommendations and findings are considered authoritative.

IV. Qualifications

An LLB or JD degree from an accredited institution. Position calls for an attorney familiar with government operations, and with extensive experience in dealing with the highest levels of the government, the Congress, major corporations and public interest groups.